

# **Schedule 37-340**

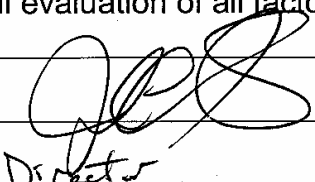
## **DEPARTMENT OF ROADS TRAFFIC DIVISION**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

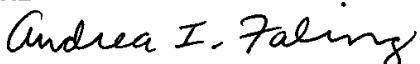
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE
	<b>37-340</b>
	AGENCY, BOARD OR COMMISSION
	<b>DEPARTMENT OF ROADS</b>
	DIVISION, BUREAU OR OTHER UNIT
	<b>TRAFFIC DIVISION</b>
	Supersedes 37-230 and 37-340 Editions of September 15, 2000

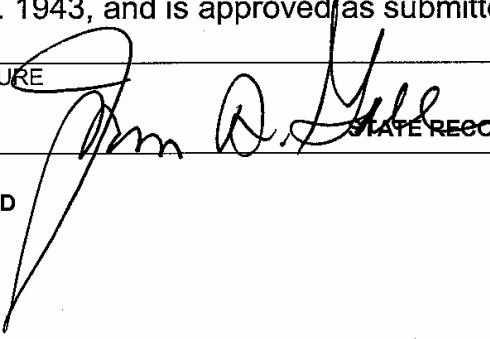
**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE 	
TITLE Director	DATE Nov 21, 2003

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	
 Andrea I. Faling STATE ARCHIVIST	DATE Dec. 4, 2003

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	
 STATE RECORDS ADMINISTRATOR	DATE Dec 8, 2003

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 37-340 – DEPARTMENT OF ROADS TRAFFIC DIVISION OE#340**

### **37-340-1 ACCIDENT ANALYSIS**

Studies and reports of accidents, locations, high traffic count locations, etc.

**Dispose of after 10 years.**

### **37-340-2 ACCIDENT/INCIDENT REPORTS, PHOTOGRAPHIC NEGATIVES AND ALLIED PAPERS**

Includes Investigator's Motor Vehicle Accident Report (DR Form 40, 40A, 174 and 76), Driver's Motor Vehicle Accident Report (DR Form 41).

**ORIGINAL RECORD: Scan and destroy after 3 years.**

**CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.**

**CD WORK COPY: Dispose of after 15 years.**

**PHOTOGRAPHIC NEGATIVES: Dispose of after 15 years.**

### **37-340-3 PLANS, SIGNING, PAVEMENT MARKING AND SIGNAL**

**Dispose of when superseded or obsolete, whichever is sooner.**

### **37-340-4 REPORTS, SEMI-ANNUAL AND ANNUAL SAFETY**

Safety report requested by FHWA.

**Dispose of after 5 years.**

### **37-340-5 SPEED ZONE AUTHORIZATIONS, TRAFFIC ENGINEERING**

All authorizations related to speed zone changes.

**ORIGINAL RECORD: Microfilm, scan to CD annually and return to Traffic Engineering Office; dispose of after 50 years.**

**SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 50 years.**

**MICROFILM WORK COPY: Dispose of after 50 years.**

**CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.**

**CD WORK COPY: Dispose of after 15 years.**

### **37-340-6 STANDARD SUMMARY OF MOTOR VEHICLE ACCIDENTS**

Monthly summary of all accidents.

**ANNUAL REPORT: Microfilm and destroy.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**SPECIAL ACCIDENT SUMMARIES: Dispose of after 20 years.**

**MONTHLY AND YEAR TO DATE SUMMARIES: Dispose of after 10 years.**

### **37-340-7 STATE PROPERTY DAMAGE FILE**

Includes cases created or reported damage to NDOR property (DR Form 11).

**COMPLETED CASES WHERE COSTS WERE INCURRED AND PAYMENT MADE: Dispose of after 3 years.**

**CASES WHERE NO DAMAGE WAS INCURRED: Dispose of after 2 years.**

**UNCOLLECTIBLE CASES: Dispose of after 5 years.**

**37-340-8 STUDIES, 3+ SAFETY TRAFFIC ENGINEERING (OBSOLETE 2002)**

Federally subsidized project oriented study of such things as high accident intersections.  
**Dispose of 10 years after FHWA final payment.**

**37-340-9 TRAFFIC ANALYSIS STUDIES AND COLLECTED DATA**

Includes studies and collected data related to traffic analysis.

**ORIGINAL RECORD: Microfilm, scan to CD annually, return to the Traffic Engineering Office; dispose of after 50 years.**

**SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 50 years.**

**MICROFILM WORK COPY: Dispose of after 50 years.**

**CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.**

**CD WORK COPY: Dispose of after 15 years.**

**37-340-10 TRAFFIC ENGINEERING'S CORRESPONDENCE**

Correspondence related to traffic signs, pavement marking and signals.

**ORIGINAL RECORD: Microfilm, scan to CD annually and return to Traffic Engineering Office; dispose of after 50 years.**

**SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 50 years.**

**MICROFILM WORK COPY: Dispose of after 50 years.**

**CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.**

**CD WORK COPY: Dispose of after 15 years.**

**DELETED RECORDS**

**37-230-5 ACCIDENT RECORD CARDS (CONSOLIDATED)**

**NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

**In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):**

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

**You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.**

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size .....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet